

SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
ANNOUNCES CIVIL SERVICE OPEN COMPETITIVE EXAMINATION FOR:

SUPERVISOR OF BUILDING FACILITIES AND GROUNDS - #68-438

DATE OF EXAMINATION
OCTOBER 16, 2004

LAST FILING DATE
SEPTEMBER 08, 2004

SALARY RANGE: Varies

ELIGIBLE LIST: The list resulting from this examination will be used to fill vacancies as they occur within the School Districts of Schoharie County.

RESIDENCE REQUIREMENTS: An applicant must have been a legal resident of Schoharie County or one of the six contiguous counties of Albany, Delaware, Greene, Montgomery, Otsego or Schenectady for at least thirty days immediately preceding the test date. The hiring authority may give preference to applicants who live within its jurisdiction.

MINIMUM QUALIFICATIONS:

- A. Associate's degree in building maintenance, mechanics (non auto), machinery, welding, electronics or a related field, and two years of experience in large scale building and ground maintenance activities, and one year of experience (which may be part of the 2 year experience requirement) in supervising lower-level employees (the supervisory experience need not be in the subject areas listed above); OR
- B. A high school degree or GED plus four years experience in the area listed above, as well as one year of supervisory experience as stated above; OR
- C. An equivalent combination of training and experience as listed in (A) and (B).

The education requirements must be satisfied before the date of the exam.

SPECIAL REQUIREMENT: Candidate must possess operators license issued by the NYS Department of Motor Vehicles by date application is submitted.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills and/or abilities in such areas as:

- 1. Building maintenance and repair;
- 2. Building trades, including mechanical and electrical;
- 3. Ground maintenance;
- 4. Work scheduling;
- 5. Review and interpretation of plans and specifications, the preparation of estimates, and oversight of contract compliance;
- 6. Operation and maintenance of heating, ventilating and air conditioning systems; and
- 7. Supervision

DISTINGUISHING FEATURES OF THE CLASS: This position is a management position and involves responsibility for supervising the efficient and economical operation, maintenance and cleaning of school buildings, grounds and equipment, as well as supervising the personnel performing these duties. The occupant of the position is directly responsible to the chief school officer in the performance of his/her duties. Does related work as required.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistant, address books, language translators, dictionaries or any similar devices are prohibited.

*The required examination fee is seven dollars and fifty cents, which may be in the form of a check/money order or cash. **ONE** check/money order must accompany **EACH** application. If your application is disapproved, your examination fee will **NOT** be returned to you. Please make check/money order payable to Department of Personnel and include the examination number.

Applications and exam announcement are available on our web site at www.schohariecounty-ny.gov

ISSUE DATE: July 26, 2004

SEE REVERSE SIDE

SEE ATTACHED INFORMATION ON STANDARD BACK OF CIVIL SERVICE ANNOUNCEMENT.